



# Foreign Affairs Handbook

## 5 FAH-4 – Record Management Handbook

**Change Transmittal:** RMH-5

**Date:** September 23, 2005

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### 5 FAH-4 H-310, DEPARTMENT/FIELD/POSTS

#### Changes

1. On May 26, 2005, the Office of the Undersecretary for Management (M) terminated the Special Embassy Program (SEP) (see Department Notice 2005\_05\_096 issued by M/R). The purpose of these revisions is to remove SEP-related material from 5 FAH-4 H-310, Department/Field/Posts.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's Change Transmittal acronym and numerical series remains in place.
3. Revisions since the last update appear in italics and dark magenta. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

#### Filing Instructions (Paper Copies)

1. Remove **5 FAH-4 H-310** (TL:RMH-1; 10-30-1995, 20 pages) and insert the revised 5 FAH-4 H-310 (TL:RMH-5; 09-23-2005, 18 pages).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT: RMH-5 and initial.

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